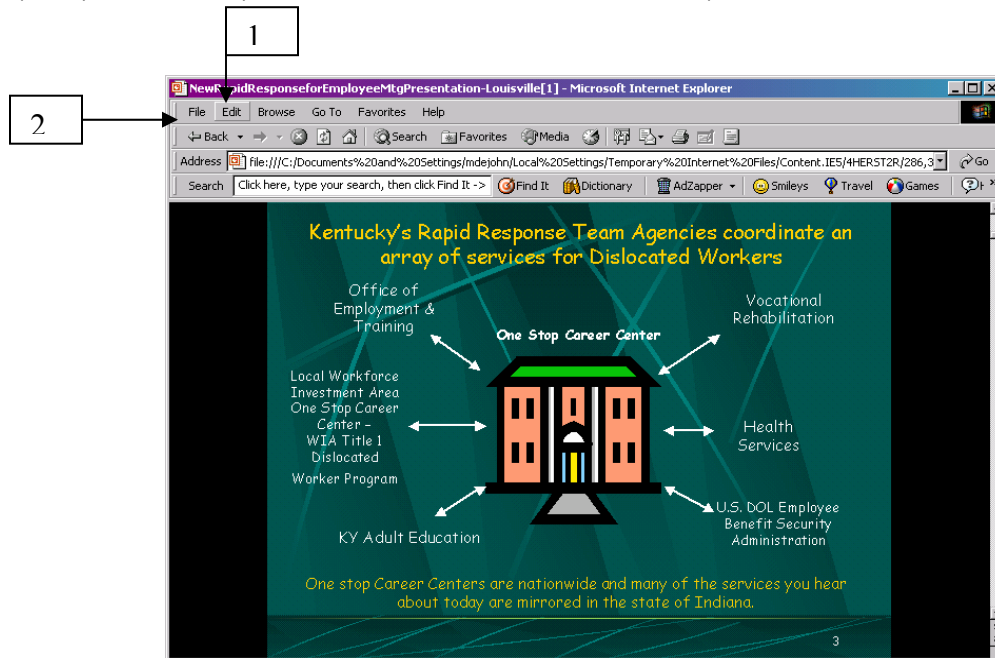


## Instructions for Using and Customizing the Rapid Response Power Point Presentation(s)

Rapid Response has made a Rapid Response Employee meeting power point presentation and employee meeting guide customized for a Greater Louisville area employer accessible via the Division of Workforce Services extranet for your use. Please follow the below instructions when accessing the presentation.

1. These instructions, the presentation and meeting guide can found at [www.dtr.ky.gov/extranet](http://www.dtr.ky.gov/extranet) at the Rapid Response page and the direct link can be found at the bottom of the page.
2. Open the presentation
3. To edit a slide (s) and replace information with your applicable LWIA information. First, go to "Edit" of you toolbar and then "Edit slide". Then make the necessary changes. Then after all the revision have been made save the power point presentation to your personal computer with the "Save As " feature of your tool bar.



4. Due to the complexity of the subjects and for consistency purposes, please **do not change the verbiage** in the slides listed below. If you would like to suggest an alternate method for describing a service please consult with central office staff.
  - ☐ Slide #5 thru Slide #21
  - ☐ Slide # 36 thru Slide #45
5. If you are customizing the presentation for a Trade applicable dislocation please **do not change the verbiage** of slides listed below, due to the complexity of the subjects and for consistency purposes. If you would like to suggest an alternate method for describing a service please consult with central office staff.
  - ☐ Slide #5 thru Slide #21
  - ☐ Slide #23 thru Slide #30
  - ☐ Slide #44 thru Slide #53

## Instructions to revise the Rapid Response Employee Meeting Power Point Guide Word Document

1. Open the Rapid Response Employee Meeting Power Point Guide Word Document at [www.dtr.ky.gov/extranet](http://www.dtr.ky.gov/extranet) and then save the document with the "Save As " feature to your personal computer.
2. Next open your revised related power point presentation and the word document simultaneously. Then to replace the picture of a slide in the word document, go to the applicable slide in the presentation, in show version, and press the "Alt" and the " Print Screen " keys of your keyboard, at the same time to copy, a the slide Then go you your word document and paste and then resize the picture of the copied slide.